

Procedure Definition

Procedure Name: Processing Program Income (Additive Method)

Scope –overview of procedure	Sponsoring Agencies will allow for specific agreements to generate program income (PI). The additive method allows a department to generate PI and spend that income in addition to the original agreement. This PI needs to be recorded against that specific agreement for which it was generated. This procedure will allow a department to appropriately record the generated PI as an expenditure reduction against a specific task set-up for PI.
Purpose of procedure	Processing Program Income on Sponsored Agreements through OGM for the 'additive method.'
Related Policies	WVURC Project Management Guide, WVU Institutional Policies and Procedures, sponsored agreement documentation
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Procedures Steps

Step #	Role/ Department Performing	Procedure	Screen Name/ Report (Screen Shot Number)
Preceding Procedure if Applicable: N/A			
1	Department Receiving Program Income and Processing Paperwork	<p>The department receiving the PI via checks or electronic deposit will initiate the appropriate paperwork to record this into the accounting system against the respective agreement. This is currently done on a IU form for the respective entity (ex. RC will be processed on a RC form, etc.). The charge to line will be the general ledger account for which the cash should be posted. The credit to line will be the OGM account for which the expenditure should be posted.</p> <p>Charge To:</p> <p>99.99999999.'*' .1110998.999.99999999 – where * equals the fund that is on the OGM award for which the expenditure is being credited. This GL fund is found on</p>	

		<p>the award descriptive flexfield (award owning fund)</p> <p>Credit To:</p> <p>POETA Account :Project.Task.Award.Program Income. Organization where 'program income' is the expenditure type to be used.</p>	
2	Department	<p>The department must ensure that all checks are endorsed on the back for either 'West Virginia University' or 'WVU Research Corporation.' The department obtains the necessary signatures and forwards the document (IU), corresponding checks (or documentation if electronic transfer applies) and copies of checks for retention in the central units to SRCA for additional signatures and documentation.</p>	
3	SRCA	<p>SRCA will take the documentation and review for appropriateness against the specific agreement and supply necessary signatures. The cover sheet (Cover Sheet for Grant Expenditure Reductions) will be processed and attached to the paperwork.</p> <p>NOTE: This cover sheet must be on BLUE paper to ensure that this is not keyed into AR and duplicated.</p> <p>The top section of the cover sheet labeled 'SRA' is to be filled out. This is indicating which bank account the checks are to be deposited in. Check either RC or State based on the entity that the award is in.</p>	
4	SRCA	<p>SRCA will forward all documentation to AP (cover sheet, IU, and checks/electronic transfer documentation) retaining a copy of all for the award file.</p>	
5	AP	<p>AP will key the IU information into the accounting system and forward documents to Departmental Revenue for deposit into the appropriate bank account. AP will also fill in the section on the cover sheet labeled as 'AP.'</p>	
6	Departmental Revenue	<p>Departmental Revenue will forward all checks to the appropriate bank accounts. If a state account is involved, Departmental Revenue will record the transaction in the FIMS system.</p>	
<p>Next Procedure in Process: N/A</p>			